

REQUEST FOR PROPOSAL

RFP# 23-014-30

Salt Shed Reroofing Projects

Located in Pembine, Marinette County, WI

Posting Date:

December 4, 2023



Response Deadline:

December 18, 2023

2:00 p.m. Central Standard Time (CST)

To:

Eric Burmeister, Highway Commissioner

Marinette County Highway Department

501 Pine Street

Peshtigo, WI 54157

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I. BACKGROUND

The Marinette County Highway Department is seeking proposals for the roof replacement on two existing salt sheds located at N18291 Highway 141 Pembine, Wisconsin.

Notwithstanding any other provisions of the RFP, Marinette County reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or a combination of items when doing so would be to the advantage of Marinette County or its taxpayers.

It is further within the right of Marinette County to reject proposals that do not contain all elements and information requested in this document.

Marinette County shall not be liable for any losses incurred by the vendor making the proposal throughout this process. The cost of preparing a response to this RFP is not reimbursable in part or in whole to the vendor. Any proposal received will become the property of Marinette County and a matter of public record. Any proprietary material or information should be marked and submitted as a supplement to the proposal to allow the County to protect the information as warranted.

II. TENTATIVE PROJECT TIMELINE

RFP posted by 4:30 p.m.	December 4, 2023
Addendums, if any, posted by 4:30 p.m.	December 11, 2023
RFP responses due from potential vendors by 2:00 p.m.	December 18, 2023

III. RFP DUE DATE

Proposals shall be submitted to the Marinette County Highway Department no later than **2:00 p.m. central time on December 18, 2023**. Proposals shall be clearly labeled **RFP# 23-014-30 – Salt Shed Reroofing Projects** and submitted to the location/address listed below.

Eric Burmeister
Marinette County Highway Commissioner
RFP# 23-014-30 – Salt Shed Reroofing Projects
501 Pine Street
Peshtigo, WI 54157

Each proposal must be received by the due date and time set for this RFP. A proposal received after the established deadline will not be considered.

IV. RFP QUESTIONS AND ANSWERS

All questions related to this RFP must be submitted via e-mail to eric.burmeister@marinettecountywi.gov. Clearly mark the e-mail **“Questions for RFP# 23-014-30 – Salt Shed Reroofing Projects.”** Phone calls or faxed questions will not be accepted.

Answers to relevant questions will be posted on the Marinette County website <http://www.marinettecounty.com>. It is the responsibility of all interested vendors to access the website for this information. Calls for assistance with the website may be made to (715) 732-7423.

V. ADDENDUMS

Any significant changes or clarifications to the RFP will be posted as an addendum on the Marinette County website <http://www.marinettecounty.com> no later than 4:30 p.m. on December 11, 2023. If an addendum is posted, an addendum sheet will be attached and will be required to be submitted with the response. Calls for assistance with the website may be made to (715) 732-7423.

VI. RFP SUBMISSION REQUIREMENTS

The proposal shall be sealed and labeled with the following information:

- Name of Vendor
- Address
- Contact Person
- Telephone Number
- E-mail Address

One original response and one copy are required to be submitted.

The proposal must include:

Attachment A – RFP# 23-014-30 – Salt Shed Reroofing Projects Tabulation Sheet

Attachment B – Statement of Understanding must be completed and included with proposal Addendum Sheet, if posted on the Marinette County website

Upon award of the contract, the selected vendor will be required to submit a federal W-9 Form and payment address to Marinette County. Vendors previously established with the county may have this requirement waived.

The proposal shall be prepared with a straightforward, concise delineation of the vendor's capabilities to satisfy the requirements of this RFP.

A vendor may withdraw or modify its proposal prior to the proposal due date. Any changes or withdrawals must be made in writing prior to the proposal due date.

The proposal will not be awarded until funding allocations are awarded by WisDOT in July/August of 2024. Proposal pricing shall be submitted based upon July/August 2024 project date. All proposals shall be valid through August 31, 2024.

VII. SCOPE OF SERVICES

The Vendor shall be responsible for all labor, materials, and disposal costs for the roof replacement for two salt shed buildings located at N18291 Highway 141 Pembine, Wisconsin. The project completion date will be coordinated with the selected vendor. The following are the two salt sheds:

• **Shed No. 1 (Called the State Salt Shed)**

Size: Approximately 62' x 64'. No reroofing is required for the lean-to with metal panel roof.
Area: Approximately 3,968 Square Feet
Pitch: Approximately 4:12



Photo:

- **Shed No. 2 (Called the County Salt Shed)**

Size: Approximately 42' x 80'. Reroofing of the 15' x 15' lean-to shall be included in the bid.

Area: Approximately 3,585 Square Feet

Pitch: Approximately 4:12



Photos:

VIII. REQUIREMENTS

1. PERFORMANCE REQUIREMENTS

A. International Code Council:

1. IBC - International Building Code, 2015 Edition, and referenced standards with 2018 State of Wisconsin amendments.

B. National Roofing Contractors Association (NRCA):

1. NRCA - The Steep Roofing Manual.

C. Underwriter's Laboratories Inc. (UL):

1. UL 580 - Tests for Wind Uplift Resistance of Roof Assemblies.
2. UL 790 - Tests for Fire Resistance of Roof Covering Materials.
3. UL 2218 - Impact Resistance of Prepared Roofing Materials.
4. UL 2390 - Test Method for Wind Resistant Shingles with Sealed Tabs.

2. ENVIRONMENTAL REQUIREMENTS

A. Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit asphalt shingle roofing to be performed according to manufacturer's written instructions and warranty requirements.

1. Install self-adhering ice and water dam protection sheet underlayment within the range of ambient and substrate temperatures recommended by manufacturer.

3. REMOVAL OF EXISTING

A. Work to be removed to make ready for new asphalt shingle work include but not limited to the removal of all existing asphalt shingles, underlayment, related flashings, wood fascia, and trim.

B. Removal work shall include the examination of the existing wood deck to determine the scope of replacement necessary to provide an acceptable surface and trim as approved by the Owner. Replacement work shall be done under the scope of this section and shall include removal of all unacceptable wood sheathing and replaced with exterior grade plywood, wood strips, and boarding depending on the field conditions for roof; and

Pressure-Treated Southern Yellow Pine Lumber. All wood thicknesses shall match existing conditions.

- C. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of work.
 - D. Verify that substrate is sound, dry, smooth, free of ridges, warps, or voids, clean, sloped for drainage, and completely anchored; and that provision has been made for flashings and penetrations through asphalt shingles.
 - 1. Bid shall include the unit cost to replace substrate.
 - E. In addition to the work outlined above, include re-nailing all loose nails and or replacing with additional nails to make the sheathing tight and properly secured to the structural framing.
 - F. All existing asphalt shingle work to be removed which is located at adjacent surface to remain shall be removed with special care to prevent damage of the remaining adjacent work.
 - G. It is the responsibility of this trade to make watertight all areas and after the removal operation as specified herein.
 - H. Attention is directed not to disturb or attempt removal of any discovered hazardous materials or contaminated substances. Immediately notify the Owner upon discovery of such conditions. Removal or containment of the hazardous materials or contaminated substances shall be performed by an abatement specialist under separate contract with the Owner.
 - I. Dispose of all materials in accordance with State, Local and Environmental regulations.
4. WARRANTY
- A. Shingle manufacturer shall provide a 40-year limited warranty. The warranty shall pay for material and labor of installation, at replacement cost prorated over the life of the warranty. The warranty shall cover problems caused by manufacturing defects that may adversely affect the performance of the roof.
 - B. Shingle manufacturer shall provide a five (5) year warranty for blow off or damage by winds up to 130 mph.
 - C. Provide 10-year algae discoloration warranty.
 - D. Provide manufacturer's 30-year warranty on leak barrier underlayment on leaks caused by material defects.
5. EXTRA MATERIALS
- A. Provide 100 sq ft and one (1) unopened bundle of extra shingles
6. PRODUCTS
- A. Roofing
 - 1. Asphalt Shingles:
 - a. CertainTeed Corporation, Landmark Pro AR.
 - b. GAF Timberline HD Lifetime Architectural Shingle.
 - c. Owens Corning Roofing and Asphalt LLC, Oakridge.
 - d. Atlas Pinnacle Architectural Shingle.
 - 2. Color as selected by Owner from manufacturer's standard colors.
 - 3. Install starter strip along lowest roof edge, consisting of an inverted asphalt shingle strip and at least 9 inches wide with self-sealing strip face up at roof edge.
 - a. Extend asphalt shingles 3/4 inch over fascia at eaves and rakes.
 - b. Install starter strip along rake edge.
 - c. Fasten asphalt shingle strips with a minimum of four roofing nails located according to manufacturer's written instructions.
 - B. Underlayment

1. Felts: ASTM D226, Type I, No. 15 (minimum) asphalt-saturated organic felts, nonperforated.
 - a. Install single layer of felt underlayment on roof deck perpendicular to roof slope in parallel courses. Lap sides a minimum of 2 inches over underlying course. Lap ends a minimum of 4 inches. Stagger end laps between succeeding courses at least 72 inches.
 1. Fasten with felt underlayment nails.
 2. Nailing pattern shall comply with shingle manufacturer's recommendation.
 4. Ice-and Water Dam Protection Underlayment: Self-Adhering Sheet Underlayment, Polyethylene Faced: ASTM D1970, minimum of 40-mil-thick, slip-resisting, polyethylene-film-reinforced top surface laminated to SBS-modified asphalt adhesive, with release paper backing; cold applied
 - a. "Ice and Water Shield" by W.R. Grace.
 - b. "CCW WIP 400 Roofing Underlayment", manufactured by Carlisle Coatings & Waterproofing, Div. of Carlisle Companies Inc.
 - c. Ice and Water Dam Underlayment: Shall be installed continuously at eaves, rake and both sides of ridge, 36" wide in single sheet, installed in compliance with manufacturer's recommendations.
- C. Accessories
1. Fasteners:
 - a. Shingle nails shall be hot-dipped galvanized or aluminum, 11- or 12-gage, barbed shank, 5/8" head, sharp pointed roofing nails of sufficient length to penetrate through plywood sheathing or wood substrate.
 - I. Staples to secure asphalt shingles will not be permitted.
 - b. Felt underlayment nails shall be aluminum, stainless-steel, or hot-dip galvanized steel wire with low profile capped heads or disc caps, 1-inch minimum diameter.
 - c. Nails used for fastening aluminum flashings shall be approved and compatible nails of the stronghold type, with large, flat heads, annular threads, and needle points. They shall not be smaller than No. 12 Stubbs gage, and of sufficient length to penetrate wood blocking not less than 1".
 2. Plastic Cement: ASTM D4586, Type II asphalt type with mineral fiber components, free of asbestos and toxic solvents, capable of setting within 24 hours at temperatures of 75 degrees F and 50 percent RH.
 3. Bituminous Paint: Acid and alkali resistant type; black color.
- D. Fascia Replacement
1. Remove existing wood fascia and rake boards on entire buildings.
 2. Install new plastic wood (simulated wood) trim boards to match existing sizes and in accordance with manufacturer's recommendations.
 3. Install the work plumb, level, true and straight with no distortions. Shim as required using concealed shims. Install to a tolerance of 1/8-inch in 8'-0" for plumb and level; and with 1/16-inch maximum offset in flush adjoining surface, 1/8-inch maximum offsets in revealed adjoining surfaces.
 4. Scribe and cut work to fit adjoining work, refinish cut surfaces and repair damaged finish at cuts.
 5. Install continuous pieces in longest possible lengths. Glue joints with manufacturer's adhesive and clamp pieces until set. Allow for expansion of 1/8" per 18 linear feet of continuous run and seal gaps with compatible sealant.
 6. Carefully scribe work that is against other building materials, leaving gaps of 1/16-inch maximum.

7. Paint fascia with two coats 100% exterior grade semi-gloss acrylic latex paint in accordance with manufacturer's recommendations. Color selected by the Owner.
 8. Acceptable products: AZEK Trimboards or equal.
- E. Metal Flashing
1. Workmanship shall be in accordance with SMACNA publication specifications. All flashing shall be done in accordance with the recommended practice and standards set forth in the industry and shall be placed without use of exposed nails on face.
 2. Provide continuous eaves flashing with fascia drip extending onto roof a minimum of 5". Include flashings at eave returns at building ends.
 3. Sheet metal work shall be adequate to provide water and weathertight work. Lines, arises, and angles shall be sharp and true. Plane surfaces shall be free from waves and buckles. Seams shall overlap in the direction of the flow. Joints and seams in plane surfaces shall be avoided as far as possible.
 4. Ample provision shall be made for expansion and contraction. All exposed surfaces shall be cleaned as each section of the work is completed. Care shall be exercised to prevent staining or discoloring exposed surrounding surfaces. Work so damaged shall be cleaned, repaired, or replaced.
 5. Except as otherwise indicated or specified, trim eaves strip and similar members shall be made from 10'-0" long sections. Provide other expansion joints as required.
 6. Exposed edges at all condition shall be doubled back ½" in such a manner as to conceal them and to provide stiffness. Expose no nails in face of finished work; providing receiver strips, cleats, and the like to secure trim.
 7. Flashings shall be installed in such a manner as will prevent galvanic action with other dissimilar adjacent metals, by priming with bituminous paint or other approved methods.

IX. VENDOR INFORMATION

Company Background

Provide an overview of your company, number of years in business, and your experience in projects the same or similar to this project. Please include multiple projects and provide the cost, month and year of project completion.

Customer References

Vendors must provide customer references relevant to the Marinette County solution including:

1. Describe 2 customer references where you have provided roofing services related to the scope of this project.

Vendors must provide the following information for each reference:

- Reference Contact information including email address, phone number, and title
- Brief Description of the Project

X. CONTRACT TERMS

The vendor may provide a contract to be approved by Marinette County Corporation Counsel. If the vendor does not provide a contract, the vendor shall be required to sign a contract similar to Attachment C.

XI. FINANCIAL VERIFICATION

Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means prior to contract award. Marinette County reserves the right to reject Proposals based on information obtained through these background checks.

XII. METHOD OF EVALUATION OF PROPOSALS

Proposals will be evaluated on some or all of the following criteria:

- 1) Ability to fulfill RFP requirements and complete the Reroof Project
- 2) Firm's experience with similar customers and projects
- 3) Feedback from customer references on vendor performance, reliability, service level and customer service and responsiveness
- 4) Adherence to requirements for RFP response
- 5) Conformance to Marinette County required contract provisions
- 6) Total cost of project

XIII. TRAVEL EXPENSES

The best estimate of any travel costs associated with meeting all of the requirements of this RFP shall be incorporated into and included with the Price Proposal. Travel costs, if any, are to be clearly identified.

Marinette County expects necessary travel to be scheduled and booked in advance whenever possible. Marinette County will not be responsible for any costs incurred as a result of travel cancellations which are the result of vendor errors or conflicts.

Marinette County will not pay any travel costs which exceed the standard IRS government rate for the State of Wisconsin. If travel costs are anticipated a copy of the vendors current travel policy must be included with the proposal submission.

XIV. OTHER

All work shall conform to all applicable industry standards, federal, state and local laws, codes and ordinances.

No vendor will be provided with financial and/or competitive vendor information on this Proposal until after the award of contract has been made. At that time, all Proposals will be available for review in accordance with the Wisconsin Open Records Law. Marinette County shall not be held liable for any claims arising from disclosure required under the Wisconsin Open Records Law.

Marinette County and its departments are exempt from payment of all federal, state and local taxes on its purchases except Wisconsin excise taxes.

Any contract between vendor and Marinette County shall be subject to the laws of the State of Wisconsin. In connection with the performance of work under such contract, the vendor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin.

By responding to this Proposal, prospective vendors acknowledge and accept the attachments, including insurance requirements and service template contract sample attached.

XV. PROJECT CHANGES

Marinette County reserves the right to make changes to the project. Any changes in the scope of services shall be mutually agreed upon in writing by the Vendor and the County.

XVI. ATTACHMENTS

Attachment A – RFP# 23-014-30 – Salt Shed Reroofing Projects Tabulation Sheet

Attachment B – Statement of Understanding of Proposal

Attachment C – Marinette County Sample Contract

**ATTACHMENT A
RFP#23-014-30
SALT SHED REROOFING PROJECTS
TABULATION SHEET**

Salt Shed No. 1 State Salt Shed – As a Stand-Alone Project \$ _____

Salt Shed No. 2 County Salt Shed – As a Stand-Alone Project \$ _____

Salt Sheds No. 1 & 2 – Doing Both Projects at the Same Time \$ _____

Labor and Materials to Replace 4' x 8' Damaged Substrate \$ _____

I have full authority to make such statements and to submit this proposal as the duly recognized representative of the Proposer.

Signature of Duly Authorized Individual Date

Printed Name: _____

Title: _____

Business Name: _____

Address: _____

Phone Number: _____

Email Address: _____

ATTACHMENT B
RFP# 23-014-30
SALT SHED REROOFING PROJECTS
STATEMENT OF UNDERSTANDING OF PROPOSAL

Vendor Name

Vendor's Address

City State Zip code

Contact Person's Name & Position

E-Mail Address

Vendor's Phone number

Vendor's Fax Number

We have read the County's Request for Proposal (RFP) for RFP# 23-014-30 – Salt Shed Reroofing Projects and fully understand its intent. We certify that we have adequate personnel, equipment, and license to perform said services. We understand our ability and fitness to perform shall be judged solely by Marinette County. In addition, we certify that:

- (a) Our quote is not made in the interest or on behalf of any person not named therein;
- (b) We have not directly or indirectly induced or solicited any person to submit a false or misleading quote or to refrain from proposing;
- (c) We have not in any manner sought by collusion to secure an advantage over any other vendor;
- (d) We have thoroughly examined the RFP requirements, and our proposed fees cover all costs for service/equipment we have proposed; and
- (e) We acknowledge and accept all the terms and conditions included in the RFP

Signature of vendor or vendor's Representative

Date

ATTACHMENT C
MARINETTE COUNTY SAMPLE AGREEMENT

THIS AGREEMENT is made by and between Marinette County, a municipality, hereinafter referred to as COUNTY, and _____, hereinafter referred to as VENDOR, for the purpose of _____.

The parties agree as follows:

1. Contact Persons and Contract Administrators:

COUNTY's agent and contact person is: Name
Whose principal business address is: Department
Address
Marinette WI 54143

VENDOR agent and contact person is:

Name:
Title:
Company:
Address:
City, State:
Telephone:

2. VENDOR agrees the following services, as set forth in the proposal dated _____, attached and incorporated in **Exhibit A**, shall be provided to Marinette County.

3. VENDOR agrees to provide service to COUNTY at the cost set forth in response to the proposal dated _____, attached and incorporated as **Exhibit A**.

4. Start/Completion dates to be determined.

5. COUNTY agrees to the following:

- Payment Terms – COUNTY will pay the VENDOR within 30 days of receipt of completed and submitted plan.

6. Both parties agree that the relationship between the parties shall be that of an independent VENDOR and shall not be construed to be an Employer-Employee relationship; specifically the parties agree that:

- VENDOR will be responsible to pay all Federal, State and social security taxes on any income received under this Agreement.
- COUNTY will pay no fringe benefits or other compensation to VENDOR.

7. VENDOR will provide and maintain certificates of insurance with minimum limits as follows:

General liability, each occurrence	\$1,000,000
Auto liability, each occurrence	\$ 300,000
Professional liability, each occurrence	\$1,000,000
Workers Compensation	Statutory Requirements

Certificates of insurance indicating COUNTY as additional insured must be presented to COUNTY's agent with a signed copy of this agreement prior to commencing work. Additionally, all policies shall contain endorsements by respective insurance companies waiving all rights of subrogation, if any, against COUNTY and shall further provide that policies are not cancelable except upon thirty days written notice to COUNTY.

8. VENDOR hereby agrees to release, indemnify, defend and hold harmless Marinette County, its officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by Contractor, its officers, officials, employees, agent or assigns. Marinette County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.
9. This contract may be amended in writing by mutual agreement of both parties at any time.
10. This agreement shall be governed by the laws of the State of Wisconsin.
11. COUNTY may terminate this agreement in the event VENDOR breaches any of the terms of the agreement or for unsatisfactory performance by VENDOR. Termination shall be immediate upon written notification by the COUNTY.

VENDOR

Date

Kathy Brandt, County Clerk

Date